



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 4.22

Subject: Job Requirements

Supersedes: DCS 4.22, 09/01/01

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

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Application

To All Department of Children's Services Employees.

Authority: TCA 4-3-2603, 2604, 2605, 37-5-106

Policy

All Department of Children's Services employees shall be required to obtain and maintain the minimum qualifications set forth in the job specifications established by the Tennessee Department of Personnel for their respective classification including any selective certification criteria.

Procedures

- A. Job specifications** The facility administrator, regional administrator, director or designee shall maintain, in a central location, a copy of the current job specification for each classification assigned to the facility/region.
- B. Verification of qualifications**
1. Those classifications which require special or additional qualifications (license, certification, physical exam, etc.), shall be verified by the facility's/region's designee, or personnel officer whichever is applicable.
 2. Copies of the appropriate documentation shall be maintained in the employee's official personnel file in an institution or central office, whichever is applicable. Licensure and certification status shall be verified by the facility's/region's designee prior to employment and each

July thereafter.

3. An employee shall maintain any qualifications required for the position that he/she holds. Employees required to having licenses, permits and/or certification shall not allow the expiration date to lapse. Failure to maintain the qualifications required for the position shall subject the employee to separation from state service, salary reduction or other action as necessary and appropriate.

C. Fingerprinting and background investigations

1. The DCS Internal Affairs Division will coordinate the process whereby background investigations will be conducted on all new DCS employees.
2. Form CS-0539, *Release Authorization For Background Investigation*, will be presented to all persons who are applicable for background checks. The form will be retained at the worksite to be attached with the results of the fingerprint report. A copy of the form may be provided to the person being investigated if requested.
3. The Internal Affairs liaison officers will be responsible for conducting a background investigation and fingerprinting of all new employees at the Youth Development Centers and Tennessee Preparatory School.

D. Psychological and physical exams

Psychological and physical examinations, if required, shall be completed during the employee's first week of pre-service training.

E. Sex offender registry verification

1. Applicants recommended for new hire or transfer must be checked through the Internet TBI Sex Offender Registry prior to appointment or transfer. The Internet address for the registry is www.ticic.state.tn.us/.
2. Personnel Officer's in the Youth Development Centers, Regional Offices, Tennessee Preparatory School and Central Office Personnel, must complete and verify form CS-0547, *Sex Offender Registry Verification*, prior to making a recommendation for appointment or transfer.
3. The completed Sex Offender Registry form must be submitted to Central Office Personnel with the coded register or appointment/transfer recommendation. Youth Development Centers shall maintain these forms in the register or confidential file at the facility.
4. The Sex Offender Registry form must be maintained for a period of three years.

Forms

CS-0547 Sex Offender Registry Verification

Collateral Documents

None

Standards

None